

## A report on a student meeting

Learn how to write a report.

### Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

### Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

#### Vocabulary

1. .... a hall of residence
2. .... a process
3. .... a budget
4. .... maintenance
5. .... a concern
6. .... a ramp

#### Definition

- a. work needed to keep a building in good condition
- b. a building where university students live
- c. a piece of wood or metal instead of steps to go up or down
- d. a formal system to do something
- e. a worry
- f. an amount of money that is available to spend on something

## Reading text: A report on a student meeting

### Introduction

This report aims to describe problems in Oak Hall of Residence and discuss possible maintenance work to solve them. The two biggest issues were discussed at a meeting on 12 May, which was attended by 165 of the 250 students who live in the building.

### Issue 1: temperature in rooms

A number of students complained that the second-floor bedrooms are too hot. Concerns were raised about lack of sleep and students finding it hard to study in their rooms. Air conditioning was suggested as a possible solution.

However, there is no budget left for installing air conditioning this academic year. Also, installation can only be carried out during holidays as students cannot be present in the building while the work takes place.

### Issue 2: improving wheelchair access to Oak Café

It was noted that wheelchair users can only access Oak Café from the back and not the front entrance nearer the lifts. This makes access to the café difficult for wheelchair users. The university is looking to improve its wheelchair access in general by installing ramps in key areas and work can take place during term time with no issues for staff or students.

## Conclusion and recommendations

Taking the factors mentioned into account, August would be the best time for the installation of air conditioning. Until then, the university could consider supplying fans to each second-floor room so students can sleep and study comfortably.

The front of the café is recommended as an ideal place to install a wheelchair ramp. This work can take place immediately and should be a priority.

.....

## Tips

1. Start with the aim of the report and say where the information comes from.
2. Use subheadings to make the layout clear. Follow a logical structure, e.g.:
  - Introduction
  - The problem(s) (Give each issue a separate section)
  - Conclusion and recommendations
3. Assume the person reading the report has asked you to write it and needs only a brief introduction to the situation.
4. Use an impersonal, formal style.
5. Use the passive to keep the focus off individual people:  
*Concerns were raised about ...*  
*... was suggested ...*
6. You should also use objective language for recommendations and conclusions:  
*... would be the best ...*  
*the university could consider ...*  
*... is recommended ...*

## Tasks

### Task 1

Are the sentences true or false?

	<b>Answer</b>	
	True	False
1. You should begin a report with your most important recommendation.	True	False
2. You should explain the context of the report in detail.	True	False
3. You should use sub-headings.	True	False
4. This sentence is in the right style for a report: <i>In this report I'm going to talk about a few problems in Oak Hall of Residence, where we live.</i>	True	False
5. This sentence has the right tone for a report: <i>I think air conditioning is the best solution for me and my friends.</i>	True	False
6. This sentence has the right tone for a report: <i>Some building work is needed at Oak Hall.</i>	True	False

### Task 2

Write the phrases in the correct group.

A number of people complained that ...	I suggested a solution.
My housemates and I think ...	Concerns were raised that ...
Maya mentioned that ...	A range of solutions were suggested.
It would be better to avoid major building work during term time.	We do not think it is a good idea to do the work in term time.

Impersonal/Objective	Personal/Subjective

**Task 3**

Complete the second sentence using the passive (in the same tense) so that it has the same meaning as the first.

1. Oak Hall needs maintenance work.

Maintenance work ..... at Oak Hall.

2. People raised concerns about the temperature of the rooms.

Concerns ..... about the temperature of the rooms.

3. Someone suggested air conditioning.

Air conditioning .....

4. They can only install air conditioning during the holidays.

Air conditioning can only ..... during the holidays.

5. They can complete the ramp installation during term time.

The ramp installation can ..... during term time.

6. People have made complaints about the budget.

Complaints ..... about the budget.

**Discussion**

Have you ever had to write a report? What for?

## Answers

### Preparation task

1. b
2. d
3. f
4. a
5. e
6. c

### Task 1

1. False
2. False
3. True
4. False
5. False
6. True

### Task 2

Impersonal/Objective	Personal/Subjective
<p>A number of people complained that ...</p> <p>It would be better to avoid major building work during term time.</p> <p>Concerns were raised that ...</p> <p>A range of solutions were suggested.</p>	<p>My housemates and I think ...</p> <p>Maya mentioned that ...</p> <p>I suggested a solution.</p> <p>We do not think it is a good idea to do the work in term time.</p>

### Task 3

1. is needed
2. were raised
3. was suggested
4. be installed
5. be completed
6. have been made